



DC STARS Training Calendar

Training sessions and workshops

DC STARS Overview

DC STARS Overview is a pre-requisite for all DC STARS classes and workshops.

Required to receive a DC STARS user login (except teachers)

Description An introduction to the application's basic functionality including navigation, querying student data, roles within DC STARS and password management.

Targeted Audience All DC STARS users

Location 825, 5th Floor Computer Lab

Time AM Sessions 9 AM to 12 PM

PM Sessions 1 PM to 4 PM

Student Information Manager

Description Presents details of admitting, withdrawing and registering students.

Targeted Audience Registrars and Data Entry Personnel

Location 825, 5th Floor Computer Lab

Time AM Sessions 9 AM to 12 PM

PM sessions 1 PM to 4 PM

DC STARS Open Workshop

Description Come get help on any topic of DC STARS: student schedules, attendance, mark entry, transcripts, enrollment, or topics you choose. There will not be a formal agenda or training for this workshop. This is your opportunity to ask questions requiring in-depth explanation or hands on help.

You must call the Workshop Hotline at (202) 724-2252 to reserve your space. If you do not reserve a space, you may be asked to come back on another date.

Target Audience All DC STARS users

Location 825 in the 5th Floor Computer Lab

Time 9 AM to 4 PM – Please call to verify time and make your appointment.

NOTE: Registration for all classes are on a first-come, first-served basis. You must fax your request to the DC STARS Training Registrar at [202-442-5728](tel:202-442-5728) to attend any of the sessions; confirmations will be provided.

Training Sessions without a minimum enrollment of 4 persons, are subject to cancellation.



DC STARS Training Calendar

Elementary School Daily Attendance Training

Description Elementary school personnel (grades PS-6) responsible for attendance are taught how to record daily attendance for an individual student, for a class and how to print a variety of attendance reports.

Targeted Audience Elementary School

Location 825, 5th Floor Computer Lab

Time AM Sessions 9 AM to 12 PM
PM Sessions 1 PM to 4 PM

Education Campus Period Attendance Training

Description Education Campus personnel (PS-8) responsible for attendance are taught how to record period attendance for a class, for an individual student and how to print a variety of attendance reports.

Targeted Audience Education Campus Attendance Personnel

Location 825, 5th Floor Computer Lab

Time AM Sessions 9 AM to 12 PM
PM Sessions 1 PM to 4 PM

Middle/High School Period Attendance Training

Description High/Middle School personnel responsible for attendance are taught how to record period attendance for a class, for an individual student and how to print a variety of attendance reports.

Targeted Audience High/Middle School Attendance Personnel

Location 825, 5th Floor Computer Lab

Time AM Sessions 9 AM to 12 PM
PM Sessions 1 PM to 4 PM

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DC STARS Training Calendar

Principals Workshop

Description Learn how to quickly access DC STARS student information. Administrators will learn how to use DC STARS to ensure all appropriate data entry tasks are complete and compliant with DCPS mandates. Topics include inquiry of student records for marks, schedules, credit history, attendance history, printing various reports and extracting of student data. Learn how to use DC STARS as a tool to manage your school environment. There will be lots of hands on practice.

Please check the Principals' Workshop group pages at the end of the Training Calendar for your group with the date, time and location for your workshop. *It is critical that you **ARRIVE ON TIME!***

Targeted Audience Principals and Assistant Principals

Location - 825, 5th floor Computer Lab

Time AM Sessions 9 AM to 12 PM
PM Sessions 1 PM to 4 PM

New School Year Setup (NSY Setup)

Mandatory for ALL schools

Description During this workshop each school will review and complete the school setup for SY2008/2009. Please check the SY Setup group pages at the end of the Training Calendar for your group with the date, time and location for your workshop. *It is critical that you **ARRIVE ON TIME** for this session as each step builds on the one before it and there is no time to catch up late comers.*

Targeted Audience: Student Information Manager

Location - Ballou SHS

Time AM Sessions 9AM to 12 PM
PM Sessions 1 PM to 4 PM

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DC STARS Training Calendar August 2008					
Location	Monday	Tuesday	Wednesday	Thursday	Friday
All Days					8/1
825 5th floor					Lab Reserved
All Days	8/4	8/5	8/6	8/7	8/8
825 5th floor	NSY Setup Group P1 AM (Location -Ballou)	NSY Setup Group P3 AM (Location -Ballou)	NSY Setup Group P5 AM (Location -Ballou)	NSY Setup Group P7 AM (Location -Ballou)	STARS Overview AM (Location -Ballou)
	NSY Setup Group P2 PM (Location -Ballou)	NSY Setup Group P4 PM (Location -Ballou)	NSY Setup Group P6 PM (Location -Ballou)	NSY Setup Group P8 PM (Location -Ballou)	Principals Workshop PM (Location -Ballou)
All Days	8/11	8/12	8/13	8/14	8/15
825 5th floor	NSY Setup Group C2 AM (Location -Ballou)	NSY Setup Group M1 AM (Location -Ballou)	STARS Overview AM (Location -Ballou)	NSY Setup Group S1 (Location -Ballou)	NSY Setup Group S3 (Location -Ballou)
	NSY Setup Group C3 PM (Location -Ballou)	NSY Setup Group M2 PM (Location -Ballou)	Student Info Manager PM (Location -Ballou)	NSY Setup Group S2 (Location -Ballou)	NSY Setup Group C1 (Location -Ballou)
All Days	8/18	8/19	8/20	8/21	8/22
825 5th floor	EC Period Attendance AM	MS/SHS Period Attendance AM	Daily Attendance AM	STARS Overview AM	STARS Overview AM
	EC Period Attendance PM	MS/SHS Period Attendance PM	Daily Attendance PM	Student Info Manager PM	Principals Workshop PM
All Days	8/25	8/26	8/27	8/28	8/29
825 5th floor	First Day of School	<i>Open Workshop Call 724-2252 for Reservations</i>	<i>Open Workshop Call 724-2252 for Reservations</i>	<i>Open Workshop Call 724-2252 for Reservations</i>	<i>Open Workshop Call 724-2252 for Reservations</i>

NOTE: Registration for all classes are on a first-come, first-served basis. You must fax your request to the DC STARS Training Registrar at 202-442-5728 to attend any of the sessions; confirmations will be provided.

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STARS
Student Tracking and Reporting System

DC STARS Training Calendar

DC STARS Training Calendar September 2008					
Location	Monday	Tuesday	Wednesday	Thursday	Friday
All Days	9/1	9/2	9/3	9/4	9/5
825 5th floor	Holiday	Daily Attendance AM	Walk-In Scheduling AM	Open Workshop Call 724-2252 for Reservations	STARS Overview AM
		EC Period Attendance PM	Open Workshop Call 724-2252 for Reservations	Walk-In Scheduling PM	Student Info Manager PM
All Days	9/8	9/9	9/10	9/11	9/12
825 5th floor	Daily Attendance AM	Open Workshop Call 724-2252 for Reservations	STARS Overview AM	Daily Attendance AM	Walk-In Scheduling AM
	EC Period Attendance PM		Principals Workshop PM	HS/MS Period Attendance PM	Open Workshop Call 724-2252 for Reservations
All Days	9/15	9/16	9/17	9/18	9/19
825 5th floor	STARS Overview AM	Open Workshop Call 724-2252 for Reservations	EC Period Attendance AM	Principals Workshop PM	Open Workshop Call 724-2252 for Reservations
	Student Info Manager PM		HS/MS Period Attendance PM	Walk-In Scheduling PM	
All Days	9/22	9/23	9/24	9/25	9/26
825 5th floor	STARS Overview AM				
	Principals Workshop PM				
All Days	9/29	9/30			
825 5th floor					

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Version Date: 08/01/08

DC STARS Mandatory Training Dates

Elementary School Name	NSY Setup					
	Group	Location	Date	Group	Location	Date
Aiton ES	P1	Ballou SHS	8/4 AM			
Amidon ES	P1	Ballou SHS	8/4 AM			
Bancroft ES	P1	Ballou SHS	8/4 AM			
Barnard ES	P1	Ballou SHS	8/4 AM			
Beers ES	P1	Ballou SHS	8/4 AM			
Birney ES	P1	Ballou SHS	8/4 AM			
Brent ES	P1	Ballou SHS	8/4 AM			
Bruce-Monroe ES	P1	Ballou SHS	8/4 AM			
Burrville ES	P1	Ballou SHS	8/4 AM			
Child and Family Services	P8	Ballou SHS	8/7 PM			
Cleveland ES	P2	Ballou SHS	8/4 PM			
Cooke, H.D. ES	P2	Ballou SHS	8/4 PM			
Davis ES	P2	Ballou SHS	8/4 PM			
DC Care Centers	P8	Ballou SHS	8/7 PM			
DC Corrections	P8	Ballou SHS	8/7 PM			
Draper ES	P2	Ballou SHS	8/4 PM			
Drew ES	P2	Ballou SHS	8/4 PM			
Eaton ES	P2	Ballou SHS	8/4 PM			
Emilia Reggio Preschool SWS	P6	Ballou SHS	8/6 PM			

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DC STARS Mandatory Training Dates

Elementary School Name	NSY Setup					
	Group	Location	Date	Group	Location	Date
Ferebee-Hope ES	P2	Ballou SHS	8/4 PM			
Garfield ES	P2	Ballou SHS	8/4 PM			
Garrison ES	P2	Ballou SHS	8/4 PM			
Harris, C.W. ES	P3	Ballou SHS	8/5 AM			
Head Start	P3	Ballou SHS	8/5 AM			
Hearst ES	P3	Ballou SHS	8/5 AM			
Hendley ES	P3	Ballou SHS	8/5 AM			
Houston ES	P3	Ballou SHS	8/5 AM			
Hyde ES	P3	Ballou SHS	8/5 AM			
Jackie Robinson Ctr	P8	Ballou SHS	8/7 PM			
Janney ES	P3	Ballou SHS	8/5 AM			
Kenilworth ES	P4	Ballou SHS	8/5 PM			
Ketcham ES	P4	Ballou SHS	8/5 PM			
Key ES	P4	Ballou SHS	8/5 PM			
Kimball ES	P4	Ballou SHS	8/5 PM			
King ES	P4	Ballou SHS	8/5 PM			
Lafayette ES	P4	Ballou SHS	8/5 PM			
LaShawn (CAFS - Spec Ed)	P8	Ballou SHS	8/7 PM			
Leckie ES	P4	Ballou SHS	8/5 PM			

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DC STARS Mandatory Training Dates

Elementary School Name	NSY Setup					
	Group	Location	Date	Group	Location	Date
Ludlow-Taylor ES	P4	Ballou SHS	8/5 PM			
Malcolm X ES	P4	Ballou SHS	8/5 PM			
Mamie D. Lee SE Ctr	P8	Ballou SHS	8/7 PM			
Mann ES	P4	Ballou SHS	8/5 PM			
Maury ES	P5	Ballou SHS	8/6 AM			
Miner ES	P5	Ballou SHS	8/6 AM			
Montgomery ES	P5	Ballou SHS	8/6 AM			
Moten ES	P5	Ballou SHS	8/6 AM			
Murch ES	P5	Ballou SHS	8/6 AM			
Nalle ES	P5	Ballou SHS	8/6 AM			
Options PCS	P6	Ballou SHS	8/6 PM			
Orr ES	P5	Ballou SHS	8/6 AM			
Patterson ES	P5	Ballou SHS	8/6 AM			
Payne ES	P5	Ballou SHS	8/6 AM			
Peabody ES	P6	Ballou SHS	8/6 PM			
Plummer ES	P5	Ballou SHS	8/6 AM			
Pre-K Incentive	P8	Ballou SHS	8/7 PM			
Prospect LC	P8	Ballou SHS	8/7 PM			
Randle Highlands ES	P6	Ballou SHS	8/6 PM			

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DC STARS Mandatory Training Dates

Elementary School Name	NSY Setup					
	Group	Location	Date	Group	Location	Date
Raymond ES	P6	Ballou SHS	8/6 PM			
Reed LC ES	P6	Ballou SHS	8/6 PM			
Residential	P8	Ballou SHS	8/7 PM			
River Terrace ES	P6	Ballou SHS	8/6 PM			
Ross ES	P6	Ballou SHS	8/6 PM			
Savoy ES	P7	Ballou SHS	8/7 AM			
Seaton ES	P7	Ballou SHS	8/7 AM			
Shepherd ES	P7	Ballou SHS	8/7 AM			
Simon ES	P7	Ballou SHS	8/7 AM			
Smothers ES	P7	Ballou SHS	8/7 AM			
Stanton ES	P7	Ballou SHS	8/7 AM			
Stoddert ES	P7	Ballou SHS	8/7 AM			
Terrell, M.C.ES	P7	Ballou SHS	8/7 AM			
Thomas ES	P7	Ballou SHS	8/7 AM			
Thomson ES	P7	Ballou SHS	8/7 AM			
Tubman ES	P2	Ballou SHS	8/4 PM			
Tuition Grant (Private Schools)	P8	Ballou SHS	8/7 PM			
Turner ES	P3	Ballou SHS	8/5 AM			
Tyler ES	P3	Ballou SHS	8/5 AM			

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DC STARS Mandatory Training Dates

Elementary School Name	NSY Setup					
	Group	Location	Date	Group	Location	Date
Watkins ES	P3	Ballou SHS	8/5 AM			
Wheatley ES	P7	Ballou SHS	8/7 AM			
Wilson, J.O. ES	P8	Ballou SHS	8/7 PM			

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DC STARS Mandatory Training Dates

Middle School Name NSY Setup

	Group	Location	Dates	Group	Location	Dates
Brown, Ronald H. MS	M1	Ballou SHS	8/12 AM			
Deal MS	M1	Ballou SHS	8/12 AM			
Eliot MS	M2	Ballou SHS	8/12 PM			
Hardy MS	M2	Ballou SHS	8/12 PM			
Hart MS	M2	Ballou SHS	8/12 PM			
Jefferson MS	M1	Ballou SHS	8/12 AM			
Johnson MS	M1	Ballou SHS	8/12 AM			
Kelly Miller MS	M2	Ballou SHS	8/12 PM			
Kramer MS	M2	Ballou SHS	8/12 PM			
McFarland MS	M1	Ballou SHS	8/12 AM			
Shaw MS	M2	Ballou SHS	8/12 PM			
Sousa MS	M1	Ballou SHS	8/12 AM			
Stuart-Hobson MS	M1	Ballou SHS	8/12 AM			

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DC STARS

Mandatory Training Dates

NSY Setup

Center Name	Group	Location	Dates	Group	Location	Dates	Group	Location	Dates
Ballou STAY	C1	Ballou SHS	8/15 PM						
Brightwood EC	C3	Ballou SHS	8/11 PM						
Brookland EC	C3	Ballou SHS	8/11 PM						
Browne EC	C2	Ballou SHS	8/11 AM						
Burroughs EC	C3	Ballou SHS	8/11 PM						
DC Detention	C1	Ballou SHS	8/15 PM						
Emery EC	C3	Ballou SHS	8/11 PM						
Francis EC	C2	Ballou SHS	8/11 AM						
Langdon EC	C3	Ballou SHS	8/11 PM						
LaSalle EC	C2	Ballou SHS	8/11 AM						
Marshall EC	C2	Ballou SHS	8/11 AM						
Noyes EC	C3	Ballou SHS	8/11 PM						
Oyster Adams EC	C2	Ballou SHS	8/11 AM						
Powell EC	C3	Ballou SHS	8/11 PM						
Roosevelt STAY	C1	Ballou SHS	8/15 PM						
Shaed EC	C3	Ballou SHS	8/11 PM						
Sharpe Health School	C2	Ballou SHS	8/11 AM						

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DC STARS

Mandatory Training Dates

NSY Setup

Center Name	Group	Location	Dates	Group	Location	Dates	Group	Location	
Spingarn STAY	C1	Ballou SHS	8/15 PM						
Taft SE Ctr	C1	Ballou SHS	8/15 PM						
Takoma EC	C2	Ballou SHS	8/11 AM						
Truesdell EC	C3	Ballou SHS	8/11 PM						
Walker-Jones EC	C2	Ballou SHS	8/11 AM						
Webb EC	C2	Ballou SHS	8/11 AM						
West EC	C2	Ballou SHS	8/11 AM						
Whittier EC	C3	Ballou SHS	8/11 PM						
Winston EC	C2	Ballou SHS	8/11 AM						
Youth Services Center	C1	Ballou SHS	8/15 PM						

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DC STARS Mandatory Training Dates

NSY Setup

High School Name	Group	Location	Dates	Group	Location	Dates	Group	Location	Dates
Anacostia SHS	S1	Ballou SHS	8/14 AM						
Ballou SHS	S2	Ballou SHS	8/14 PM						
Banneker SHS	S3	Ballou SHS	8/15 AM						
Cardozo SHS	S2	Ballou SHS	8/14 PM						
Choice Secondary Programs	S3	Ballou SHS	8/15 AM						
Columbia Heights EC	S2	Ballou SHS	8/14 PM						
Coolidge SHS	S3	Ballou SHS	8/15 AM						
Dunbar Pre-Engineering	S2	Ballou SHS	8/14 PM						
Dunbar SHS	S2	Ballou SHS	8/14 PM						
Eastern SHS	S2	Ballou SHS	8/14 PM						
Ellington School of the Arts	S3	Ballou SHS	8/15 AM						
McKinley Technology HS	S1	Ballou SHS	8/14 AM						
Moore, Luke C. Academy SHS	S3	Ballou SHS	8/15 AM						
Options SHS	S1	Ballou SHS	8/14 AM						
Roosevelt SHS	S3	Ballou SHS	8/15 AM						
School Without Walls	S3	Ballou SHS	8/15 AM						
Spingarn SHS	S1	Ballou SHS	8/14 AM						

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DC STARS Mandatory Training Dates

NSY Setup

High School Name	Group	Location	Dates	Group	Location	Dates	Group	Location	Dates
Wilson SHS	S1	Ballou SHS	8/14 AM						
Woodson Business & Finance	S1	Ballou SHS	8/14 AM						
Woodson SHS	S1	Ballou SHS	8/14 AM						
Young American Works PCS	S1	Ballou SHS	8/14 AM						

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Training Registration Form

Instructions:

1. Fill in the information requested. **PLEASE PRINT.**
2. For each class that you would like to attend, refer to the **Training Course Descriptions** and **Training Calendar** for the current class schedule. The class schedule can be found on the DC STARS website in the **Training Center**.
3. Fax your completed registration request to the training coordinator.
Fax #: [202-442-5728](tel:202-442-5728)

Training Participant:

First Name: _____ MI: _____ Last Name: _____
 School Name: _____ School Code: _____
 DCPS Email: _____ Phone Number: _____
 Position at School: _____

I am a new user and will need a DC STARS login ID. Yes _____ No _____
 (If yes, contact the DC STARS Help Desk at [202-442-5725](tel:202-442-5725) to request **Getting Started** training.)

Class Requests:

The training coordinator will attempt to enroll you in your first choice. However, since registration requests will be processed on a first-come, first-serve basis, we ask that you supply us with alternate(s) to attend if your first choice is full.

Course Name			First Choice		Second Choice		Third Choice	
<i>Example:</i> <i>Getting Started</i>	Date	AM/PM	<i>4/07</i>	<i>AM</i>	<i>4/07</i>	<i>PM</i>	<i>3/3</i>	<i>AM</i>
		Location		<i>825</i>		<i>825</i>		<i>825</i>
	Date	AM/PM						
		Location						
	Date	AM/PM						
		Location						
	Date	AM/PM						
		Location						

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Version Date: 10/31/07